

## EXHIBIT II-B

### INSTRUCTIONS --- REQUEST FOR REIMBURSEMENT For Public Facility and Economic Development Projects

(FORM DLA-102, Revised 4/96)

#### INSTRUCTIONS

Block 1: Send your request, **SIGNED IN ORIGINAL**, to:

\*Public Facility Projects  
Diane Von Dollen  
Department of Local Affairs  
1313 Sherman Street, Room 521  
Denver, CO 80203

Economic Development Projects  
Ken Gabriel  
Office of Economic Development  
1625 Broadway, Suite 1710  
Denver, CO 80203

\* Your project monitor may want to review your request for reimbursement before mailing to Denver.

**YOUR PROJECT MONITOR** will approve and process the documents for processing.

- Block 2: Specify the type of payment. One or both of the items may apply. Specify cash or accrual basis of accounting.
- Block 3: The recipient organization is the grantee with whom the state contract is made. In some cases, the grantee may sub-contract with another organization, but checks from the state can only be made payable to the grantee named in the contract.
- Block 4: The period covered by this request is the period in which the incurred expense is to be paid by the grantee, and may vary depending on each grantee's needs. The Request for Reimbursement **MAY BE SUBMITTED AT ANY TIME** when funds are required, and is not required quarterly like the Financial Status Report. If the form is submitted to reimburse funds which the grantee has already paid, the time period should indicate the period when the expenses were paid by the grantee. Since excessive cash on hand is not allowed, the grantee should return any amounts considered to be excessive if not spent within a reasonable time period, usually considered to be 3-5 days.
- Block 5: Specify payment request numbers in numerical order for the entire grant. If a request is returned to the grantee to be corrected, changed, or re-submitted, please number the payment request the same as the one that is being replaced.
- Block 6: The Contract Encumbrance Number is located in the second paragraph of the contract between the State and the grantee. This number is a ten-digit number preceded by a F or H (for example, F8CDB98832 or H8CDB98863). **Do not confuse this number with the contract project number.**
- Block 7: The purpose for funds request is to explain to whom and how much is anticipated to be paid. For an audit trail for your files, backup documentation should be attached to each request to support it. Please indicate the amount for each budget category, project number, etc. in this space.
- Block 8:
- a. Total CDBG expenditures that appear in the grantee's (or sub-grantee's) accounting records at a specific date should be entered on this line. Accounting records are normally closed on the last day of the month. This line includes the total sum of actual cash disbursements charged to the grant from the contract execution date to the date that is to be specified. Do not include any expenditures against your Program Income on this line. Use only expenditures on the CDBG grant.
  - b. Program Income Cash on Hand is total program income on hand less any expenditures of the program income. Before entering any figure in line b., go to Block 9, Program Income, and complete the necessary information. The result, Total Cash on Hand of Program Income, is to be entered on line 8.b. **If no program income has been generated, enter zero or if there is**

**\$5,000 or less is on hand at the time of this action, there is no requirement to use the program income prior to drawing funds from the state.** For purposes of computing cash needs, the actual cash on hand less program income previously committed, must be subtracted from your cash requirements. Generally, all Program Income on Hand must be utilized for CDBG activities prior to requesting additional funds from the state's contract, however there are some exceptions. Refer to this section's narrative on Program Income for more information. Generally, infrastructure grant projects will not generate program income.

- c. Net CDBG expenditures - self explanatory, subtract b. from a.
- d. The estimated cash requested is the funds that are needed to pay anticipated costs. Cash needs should be designated for a period of not more than 3-5 days. For projects funded from the OED Revolving Loan Fund and are for working capital, insert the number of days and the amount. **ONLY WORKING CAPITAL PROJECTS AND ADMINISTRATIVE FUNDS FOR RLF'S ARE ALLOWED A 30-DAY PERIOD CASH ON HAND FLEXIBILITY.** All other grantees should not maintain excessive cash in the bank that will not be spent within the period specified.
- e. Self-explanatory.
- f. The payments previously requested should agree with the total of all checks received from the state on the contract. The amount may differ if a previous request had been submitted and a check has not yet been received. In this case, use the amount of all checks received plus the amount of your last request.
- g. Line g. is the amount of money which is now being requested. Line e. minus f.

Block 9: Program Income is the gross income earned by a grantee from grant supported activities.

For each quarter, enter the amount of program income on hand at start of quarter, amount received during the corresponding quarter, expenditures against that income by expenditure category, and the resultant amount of cash on hand. If one or more requests for funds are submitted that do not cover a full quarter time period, enter the appropriate dates covered and data corresponding to the dates. If the grant period extends beyond one year, enter appropriate dates for each quarter in the blank spaces provided.

The program income less the expenditures will result in the cash on hand, and should be entered on Line 8.b. in order to complete Block 8 of the request form. Refer to **SECTION II, FINANCIAL MANAGEMENT, Part V, Part VI, and/or Part VII**, for guidance on Program Income.

Block 10: **PLEASE ENCLOSE THE EMPLOYER IDENTIFICATION NUMBER!**

Block 11: The form should be signed by the appropriate authorized official. This could be a person, such as the Mayor, who signed the State contract, or the responsible administrator named in the contract. If funds are drawn by someone such as the City/Town Clerk, or someone other than the person named in the contract, the Department would require a letter from the authorized official stating who is designated to request funds. Other information in this block is self-explanatory.

Two (2) copies of the Request for Reimbursement must be submitted, **ALL WITH ORIGINAL SIGNATURES**, to the state.

For **Economic Development Revolving Loan Fund** funded projects, Environmental Review Forms and the Davis Bacon Exemption Form must accompany the initial drawdown request for each specific economic development project if not previously submitted.